

Quick Reference Card

 File search page is the center of the Diskover universe.


Green info bar > validate results # and size, path or query

Search bar > type/paste queries or path > overlay below bar recalls 10 past queries, just click one to relaunch

 Hover over almost anything to get snapshot of info.

 To open directory attributes.

 **Charts** Hide/unhide charts.

 Opens results in file search page.


Show 25 items Select number of line items per page to show in the results pane (10 to 1,000).

< 1 2 > Number of pages of results, is directly linked to the number of line items per page.

Current Dir Toggle on to limit searches to the current path, will remain active until you deselect.

 **File Action** > **live view** > to access live directory = see items to be indexed during next scan, can copy paths.


 New indices automatically reload every 10 minutes, refresh your browser if it's been idle for a while to access new data.


 **Save** To save queries > 1. run desired query, 2. select **Save** in green bar, 3. find under **Quick** > **Saved Queries**


 **Settings** > To hide/unhide columns in search results pane, show time in local time zone, etc.

Help > Link to online guides docs.diskoverdata.com

Copy, Export & Share

 To copy a single path to the clipboard, use **Export** for options to export or copy several paths at a time.

 **Export** files and/or directories' metadata to your download folder, also copy paths to clipboard.

 **Share** search results with other Diskover users > 1. **Search results url**, or 2. **Search query/criteria**.

Tags

 **Tag** For manual tagging following your organization's guidelines, multiple tags can be applied per item.

Apply tags: select file(s) and/or directory(ies) first > select **Tag** > select **desired tag** - see User Guide for recursive application.

Remove tags: like applying tags but in reverse or > **Remove all**

Search/report on tags: 1. **Analytics** > **Tags**, 2. **Filters**, 3. type # in the search bar, or 4. use **field name**, ex: **tags:delete**

For complete details docs.diskoverdata.com/diskover_user_guide/

Basic Rules

- Launching a query will search all volumes and their directories.
- Most queries are case insensitive > see User Guide for details.
- Diskover searches for isolated characters, isolators can be spaces, underscores, uppercase aka CamelCase, dashes, etc.


Query with **jungle**:


Would find > **TheJungleBook**, **the_jungle_book**

Would not find > **thejunglebook**, **THEJUNGLEBOOK**

Note: CamelCase doesn't work with numbers, ex: **Season12**

Built-In Search Tools

 **Filters** To apply filters to search results, will remain active until you go back and **Clear filters**.

 **Quick** Will search all volumes and directories, save time by using criteria and combine with manual query.

Search within results Will search current page only, it's like **CTRL/CMD F** but better.

 **Search path non-recursive** to list sub-directories/files (one level down only) or **recursive** (all sub-levels).

Search Tools & Syntax

Wild Cards

The ***** replaces **0 to many characters**, use it to expand your results and find non-isolated letters/numbers. Query with:

jungle > would find **thejunglebook**, **_junglebook_**

e*1 > would find **e1**, **ep1**, **ep01**, **eps21**

The **?** replaces **a single character**, is used for preciseness:

Query with **shot?** > would find isolated **shot1**, **shot9**, **shots**

Operators | are used in between criteria in a query

and > this operator is assumed if nothing is used in between 2 criteria, ex: **jungle and e*1** or **jungle e*1** = same results

not > ex: **jungle not e*1**

or > need to group with parentheses, ex: **jungle (e*1 or e*2)**

mixing operators > ex: **jungle (s*1 or s*2) not e*1**




Field Names

To search on specific metadata (ex: search for a specific column in a spreadsheet), see User Guide for details, can be case sensitive, ex: **type:file**, **extension:mov**, **tags:delete**

Help

diskoverdata.com/resources for guides, troubleshooting, videos, FAQ, and more.

Incomplete or too many search results are the most common issues, below are most probable causes:


- **Expand your results** with the ***** or maybe you're overusing it if too many results.
- **Active Filters?** Filters will remain active until you clear them, therefore affecting all future searches.
- **Current Dir activated?** Will narrow your searches/results to a certain path, will remain active until you deselect to search all volumes and their directories again.
- **Specific index/indices selected?** Therefore limiting your searches, select  > **Indices** > check **Always use latest indices** to search all volumes.
- **Using operators (and, not, or) properly?** Make sure you are grouping when needed.
- **Searching with field names?** Can be case sensitive, see User Guide for field names full details.
- **Predictive Search selected?** If active, the ***** is automatically used in the background for all searches without typing it, select  > **Settings** > **Use predictive search** to activate or deactivate.
- **Refresh your browser** or  **Reload** to refresh data/indices.

Community Support > <https://diskoverworkspace.slack.com/ssb/redirect>


With Annual Subscription > support@diskoverdata.com or 800-560-5853 (M-F | 8am-5pm)

Analytics


 **Analytics** To open drop-down list for the analytical reports listed below.


 **Dashboard** allows for graphical summary of a volume.


 **File Tree** Instant profiling by size and aging for informed decision making, can drill-down from chart, click bars, colors have no meanings.


 **Treemap** Hierarchical display of data, rectangles graphically represents size of files/directories, cleanup candidates, aging, etc.

 **Heatmap** To compare two indices across two different points in time > **red** = growth, **green** = shrinkage, **no colors** = no changes.

Before launching **Heatmap** report, you need to select 2 indices >  > **Indices** > deselect **Always use latest indices** > select one index from **Index** column > select second index from **Index 2** column (same volume or different for backup) > **Save selection** > **Analytics** > **Heatmap**

 **Smart Searches** Fully customizable reports using any type and number of criteria (customer, project, time, size, etc.) Accessible by all users.

 **User Analysis** Snapshot of data utilization by user/group as well as size and cost. Designed for monitoring costs management.

 **Cost Analysis** Fully customizable reports using any type and number of criteria, allowing for storage cost analysis and monitoring.